

STATE OF ARIZONA
Hiring Freeze Process

QUESTIONS/ANSWERS

1) Who is impacted by the change in the Hiring Freeze process?

All agencies affected by the hiring freeze (Cabinet agencies and all agencies within the ADOA Personnel System) are impacted.

2) When will the change become effective?

The change will become effective on August 8, 2011.

3) Why are we changing the process for managing the Hiring Freeze?

Although it is still critical to continue evaluating the need to fill positions, it is also incumbent upon us to streamline our processes and eliminate unnecessary bureaucracy wherever possible. This change to the process for managing the hiring freeze will provide more flexibility to the agencies and will increase productivity both for the agencies and for the Human Resources Division (HRD).

4) What is the new process for managing the Hiring Freeze?

All agencies affected by the hiring freeze will have a maximum headcount established for the size of their workforce which is based on their headcount on July 1, 2011 plus an additional 5%. Thereafter, on an ongoing basis, the headcount of the agency will be calculated every two weeks (after payroll processes in HRIS) and compared against the maximum headcount. If the agency's current size is below the maximum, the agency will no longer need to obtain ADOA approval for filling positions. If the agency's current headcount however, is equal to or above the maximum headcount, the agency will be required to justify the need to fill every position and will be required to obtain ADOA approval prior to filling a position, until such time as the current headcount is reduced below the maximum. Agencies headed by an elected official are not required to obtain ADOA approval and will not be included in the new process for managing the hiring freeze.

5) How is headcount calculated?

Every two weeks after payroll processes in HRIS, the agency's active employees will be calculated. For the purposes of managing the hiring freeze, employees in "pool" positions, employees who are board or commission members, and interns will not be calculated as part of the headcount.

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6) What happens if an agency exceeds their maximum number of employees?

If the agency's headcount is equal to or in excess of the maximum, the agency will be required to justify the need to fill every position and will be required to obtain ADOA approval prior to filling a position until the agency's headcount falls below their maximum.

7) How will agencies be notified if they exceed their maximum number of employees?

Agencies will receive an email from Human Resources every pay period with their agency's current headcount and their maximum headcount.

8) What is the process to fill a position if an agency exceeds their maximum number of employees?

If an agency's headcount is at or above their maximum, the agency will need to complete a form to justify the need to fill a position. The "Justification to Fill" form will be required for ALL positions to be filled, even those that had previously been exempted (e.g. public health, public safety, collection of revenue, etc). The form will also require an explanation of the actions the agency will take to reduce the headcount below the maximum. The request to fill a position will be reviewed by ADOA and the agency must obtain approval prior to filling the position.

9) Where is the form located?

The form and other pertinent information regarding the hiring freeze will be posted on the Human Resources website. The webpage is available at www.hr.az.gov; then click on "HR Professional".

10) Who do I contact for additional information?

Agencies should contact the Human Resources Division for additional information about the hiring freeze and the process for requesting to fill a position (email: HumanResources@azdoa.gov; or phone: 602-542-5482).

11) Where do I send the form when requesting approval to fill a position?

Completed forms should be sent to the Director's Office email box at:
DirectorsOffice@azdoa.gov

12) How will the agency be notified of the outcome of their request to fill a position?

Agencies will receive a notification of the outcome via email from the Director's Office mailbox and directed to the contact identified on the form.